



AMERICORP JOB DESCRIPTION – LITTLE KIDS WORKS

SUMMARY

The primary role of the AmeriCorps Volunteer is to provide children and youth with the following:

- A safe and structured environment for children while their parent(s) are involved in job search, life skills and recreational activities.
- Creative and recreational activities for children that support their development.
- A learning environment that allows children the opportunity to practice positive social skills with peers, parents and others.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Facilitate drop in hours for children and youth in the Little Kids Works Program.
 - Hours worked may vary between 7:00 a.m. – 8:00 p.m. (Monday – Friday)
 - Work shifts will be determined on a case by case basis, as determined by the needs of the agency and the volunteer's availability.
 - Confirm parent(s) dropping children off have completed appropriate paper work and check-in/out process.

In addition to the tasks listed above, the AmeriCorps Volunteer must also:

- Follow Save the Family policies and procedures as outlined in the Employee Orientation Manual.
- Become familiar with other employees' job descriptions as directed by the Supervisor in order to maintain Agency work-flow.
- Become familiar with the service population including diverse cultural and socioeconomic characteristics.

EDUCATION AND EXPERIENCE

Any previous childcare or teaching experience/education preferred.

REPORTS TO: RESOURCE COORDINATOR

SUPERVISORY RESPONSIBILITIES: NONE

SERVICE LOCATIONS:

- 125 E UNIVERSITY DR, MESA, AZ 85213 (MULTIPLE POSITIONS AVAILABLE)
- PHOENIX NEAR THE INTERSECTION OF I-17 AND THE 101 FREEWAY (ONE POSITION AVAILABLE)

SERVICE COMMITMENT

AmeriCorps must complete 700 or 950 hours of service before August 31, 2015 depending on service term commitment. (15 or 20 hrs per week)

REQUIRED SKILLS AND ATTRIBUTES

- **Must be at least 18 years of age**
- **Enjoy working and are comfortable with babies and very young children**
- **Enjoy facilitating creative and recreational activities with children**
- **Have ability to obtain/maintain a DPS fingerprint clearance card**
- **Have the physical ability to monitor and engage with active infants, toddlers, and young school age children. Some moderate lifting of 5 to 25+ pounds required.**
- **Bilingual capabilities a plus**
- **Participate in a 1 1/2 hour volunteer training hosted by Save the Family**
- **Willing to sign a Code of Conduct and Confidentiality agreement**

A Demonstrated Commitment to the Mission, Vision, and Values of Save the Family Foundation of Arizona is imperative for all volunteers.

This description of duties encompasses the integral components of this position, but is not limited to the above-mentioned duties. There may be additions or deletions for this position at the discretion of the Chief Executive Officer.

Save the Family and Mesa United Way are equal Employment opportunity employers and seeks to employ and assign the best qualified personnel for all their positions in a manner that does not unlawfully discriminate against status or characteristic protected by law.